



## PA-3 TITLE X ADMINISTRATION PERSONNEL

### POLICY:

Projects must be administered by a qualified project director. Delegate agency must notify the state office of any change in Status, including Absence of Project Director and Other Key Personnel.

Projects must provide that family planning medical services will be performed under the direction of a physician with special training or experience in family planning (*42 CFR 59.5 (b) (6)*).

### PROCEDURE:

#### Title X Project Director

1. Title X Project Director must have sufficient education and knowledge to effectively administer the Title X family planning program. Evidence may include resume, continuing education, or attendance at conferences or other family planning trainings.
2. Any changes in Project Director, or other key personnel, must be submitted to the state office to ensure orientation and training programs are provided to that staff.
3. When a new director is hired, the state office will make arrangements for orientation to Title X.

#### Medical Director

1. Delegate agency organizational charts must show that the Title X family planning programs operate under the direction of a physician (Medical Director) that has received special training or experience in family planning as evidenced by resume or curriculum vitae (CV), certification, continuing education courses, or attendance to conferences/other family planning trainings. (*42 CFR 59.5 (b) (6)*).
2. Title X family planning program operations must include involvement from the Medical Director as evidenced by staff meeting minutes or other documentation.
3. All clinic protocols must be reviewed and signed by the Medical Director.
4. Each delegate agency must maintain a written agreement with the Medical Director, to include the following:
  - a) adherence to Title X guidelines
  - b) scope of work
  - c) reimbursement
  - d) consultation and availability
  - e) responsible for their own malpractice/liability insurance
  - f) this agreement should be reviewed annually